**SITE INVESTIGATION REPORT CHECK LIST**

**Regional Water Quality Control Board- Central Coast Region**

1. Site Identification
   a. Site address (street name, number, city, state, and zip code).
   b. Name of business or former business at site.
   c. Assessor's parcel number.
   d. Regional Board case number.
   e. Property owner (name and mailing address).
   f. Tank owner (name and mailing address).
   g. Tank operator (name and mailing address).
   h. Contact person (name, mailing address, telephone and fax numbers).
   i. Responsible party(ies) (name and mailing address).
   j. Location maps.

2. Site History/Development/Usage
   a. Historical site use - including potential sources of contamination and dates.
   b. Current site use(s) - including potential sources of contamination and dates.
   c. Future site use(s) and development plans (type of use, new construction/ improvements, below grade structures, proposed excavation work, elevator shafts, vaults, utility trenches, de-watering activities).
   d. Adjacent site uses (including a map).

3. Description of the Release
   a. Substance(s) released.
   b. Contaminant characterization data.
   c. Quantity of substance(s) released (estimate if not specifically known).
   d. How and when release occurred.
   e. Location of release on site (provide information on a site plot plan).

4. Site Plot Plan
   a. Provide scale drawing with north arrow (indicate scale used on plot plan).
   b. Show streets, structures, and utilities (above ground and underground).
   c. Provide excavation and stockpile locations.
   d. Indicate tank and piping locations (past, existing, proposed).
   e. Include monitoring well, soil boring, and sample locations.
   f. Provide a legend for symbols and abbreviations.

5. Geology
   a. Provide local geology description, and site geology description.
   b. Include topography and elevation information of the site.

6. Hydrology
   a. Identify surface drainage and surface water bodies located in vicinity.
   b. Identify Regional Board Basin Plan hydrologic unit, area and subarea.
   c. Identify designated beneficial uses of surface and groundwater resources

7. Hydrogeology
   a. Provide groundwater elevation measurements and depth to groundwater.
   b. Indicate groundwater gradient and direction of groundwater flow.
   c. Describe groundwater aquifer(s) characteristics.

d. Evaluate probable contaminant migration patterns (consider hydrogeology, groundwater gradient, utility trenches, storm-drains, etc.).
e. Include source(s) of information (include reference citations).

8. Delineation of Contamination
   a. Provide summary table(s) of analytical data with sample identification, depth, location, analytical method(s), and results.
   b. Include map(s) showing horizontal extent of soil contamination, probable contamination sources, contaminant migration pathways, well and boring locations, sample locations, and analytical results.
   c. Show cross-sections showing vertical and horizontal extent of soil, contamination, contamination sources, lithology, water table, sample locations, and analytical results.
   d. Include map(s) showing horizontal extent of groundwater contamination, probable contamination sources, well and boring locations, sample locations, sample results, product thickness in wells, groundwater elevation contours, and groundwater flow direction.
   e. Show environmental parameters or man-made features, which may affect the spread of contamination.
   f. Estimate volume of contaminated soil and/or water.
   g. Estimate mass of contaminates in soil and/or water.

9. Exposure Concerns/Analysis
   a. Describe contaminant migration pathways.
   b. Identify man-made pathways (conduits, utilities, vaults, piping, stormdrains, etc.).
   c. Identify natural pathways (air, soil, surface water, bedrock fractures, groundwater)
   d. Evaluate impact on biological receptors (people, plants, animals, etc.).
   e. Evaluate the potential for nuisance complaints (odors, eyesore).
   f. Include risk assessment conceptual model and calculations.
   g. Identify all water supply wells (domestic, agricultural, industrial, etc.) within 2,000 feet of the site by means of area site visit, and review of California Department of Water Resources (DWR) and local permitting agency records.
   h. Evaluate site-specific exposure pathways.

10. Sampling
   a. Include protocol description (basis for sampling)
   b. Provide analytical methods.
   c. Indicate preservation and transport methods.
   d. Indicate sample extraction and analyses performed.
   e. Include completed chain-of-custody forms.
   f. Indicate sample matrix description (clay, sand, and water).
   g. Provide laboratory analytical reports.
   h. Provide quality assurance/quality control data.
   i. Include interpretation of analytical results with respect to previous and current understanding of the site.

11. Soil Waste Pile Management
   a. Indicate volume(s) and numbers of waste piles.
   b. Identify location(s) (indicate on site plot plan).
   c. Describe methods used to prevent aeration, run-off, and public access.
   d. Indicate disposal method(s) and location(s).

e. Include copies of completed manifests.

12. Site Safety
    a. Provide description of site safety/security.
    b. Provide community health and safety issues addressed.
    c. Identify type of monitoring equipment used.
    d. Identify protective equipment used.
    e. Include copy of public agency notifications.
    f. Provide utility notifications.

13. Summary/Conclusions/Recommendations
    a. Evaluate whether the horizontal and vertical extent of soil and groundwater contamination has been defined.
    b. Provide conclusions regarding the need for further work at the site.
    c. Include additional site investigation recommendations.
    d. Present alternative mitigation recommendations.
    e. Discuss exposure pathways and evaluation.

14. Signature/Registration
    a. Signature of person or persons responsible for preparation of the report.
    b. Signature(s) and registration number(s) of the registered professional(s) who supervised and is responsible for designated portions of the report.
    c. Authorized signature for the company preparing the report (original signatures required no draft or unsigned reports).

15. Appendices
    a. Well/boring logs.
    b. Hazardous waste manifests and disposal receipts.
    c. Permits (APCD, Fire Department, monitoring wells, etc).
    d. Laboratory data sheets and QA/QC data.
    f. Chain-of-custody documents.

Last updated: 9/21/04